



South Carolina Department of Health
and Environmental Control

Division of Procurement Services
Invitation For Bid
Amendment #1

Solicitation No.: IFB-36757-9/17-2009-WAT

Amendment #1

Date Issued: 9/15/2009 *Wayne A. Tesh, Jr.*
Procurement Officer: Wayne A. Tesh, Jr., CPPB
Phone No.: (803) 898-3484
E-mail Address: teshwa@dhec.sc.gov
Page No.: 1 of 19

DESCRIPTION: Establish contract to provide Divider Tabs.

USING GOVERNMENTAL UNIT: South Carolina Department of Health and Environmental Control

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Offer" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

SC DHEC – Division of Procurement Services
Bureau of Business Management
2600 Bull Street
Columbia, S.C. 29201

PHYSICAL ADDRESS:

SC DHEC – Division of Procurement Services
Bureau of Business Management
2600 Bull Street, Room 1200 – Aycock Bldg.
Columbia, S.C. 29201

SUBMIT OFFER BY (Opening Date/Time) **09/22/2009** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **09/11/2009 5:00 p.m. ET** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **1**

CONFERENCE TYPE: N/A
DATE & TIME:

LOCATION:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

AWARD &
AMENDMENTS

Award will be posted on **September 28, 2009**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.scdhec.net/procurement>

You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date.

(See "Signing Your Offer" and "Electronic Signature" provisions.)

NAME OF OFFEROR

(full legal name of business submitting the offer)

Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE

(Person must be authorized to submit binding offer to contract on behalf of Offeror.)

TAXPAYER IDENTIFICATION NO.

(See "Taxpayer Identification Number" provision)

TITLE

(business title of person signing above)

STATE VENDOR NO.

(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME

(printed name of person signing above)

DATE SIGNED

STATE OF INCORPORATION

(If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

☐ Sole Proprietorship ☐ Partnership ☐ Other
☐ Corporate entity (not tax-exempt) ☐ Corporation (tax-exempt) ☐ Government entity (federal, state, or local)

WMB

PAGE TWO

(Return Page Two with Your Offer)

| | |
|---|--|
| HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business) | NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause) |
| | Area Code - Number - Extension Facsimile |
| | E-mail Address |

| | |
|--|--|
| PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause) | ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses) |
| <input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one) | <input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one) |

ACKNOWLEDGMENT OF AMENDMENTS

Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)

| Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date | Amendment No. | Amendment Issue Date |
|---------------|----------------------|---------------|----------------------|---------------|----------------------|---------------|----------------------|
| | | | | | | | |
| | | | | | | | |

| | | | | |
|--|----------------------|----------------------|----------------------|------------------------|
| DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause) | 10 Calendar Days (%) | 20 Calendar Days (%) | 30 Calendar Days (%) | ____ Calendar Days (%) |
|--|----------------------|----------------------|----------------------|------------------------|

| | |
|--|---|
| PREFERENCES - SC RESIDENT VENDOR PREFERENCE (June 2005): Section 11-35-1524 provides a preference for offerors that qualify as a resident vendor. A resident vendor is an offeror that (a) is authorized to transact business within South Carolina, (b) maintains an office* in South Carolina, (c) either (1) maintains a minimum \$10,000.00 representative inventory at the time of the solicitation, or (2) is a manufacturer which is headquartered and has at least a ten million dollar payroll in South Carolina, and the product is made or processed from raw materials into a finished end-product by such manufacturer or an affiliate (as defined in Section 1563 of the Internal Revenue Code) of such manufacturer, and (d) has paid all assessed taxes. If applicable, preference will be applied as required by law. | OFFERORS REQUESTING THIS PREFERENCE MUST INITIAL HERE. _____ *ADDRESS AND PHONE OF IN-STATE OFFICE <input type="checkbox"/> In-State Office Address same as Home Office Address <input type="checkbox"/> In-State Office Address same as Notice Address (check only one) |
|--|---|

| | |
|--|---|
| PREFERENCES - SC/US END-PRODUCT (June 2005): Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the item identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms made, manufactured, and grown are defined by Section 11-35-1524(B). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, offeror certifies that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. | IF THIS PREFERENCE APPLIES TO THIS PROCUREMENT, PART VII (BIDDING SCHEDULE) WILL INCLUDE A PLACE TO CLAIM THE PREFERENCE. OFFERORS REQUESTING THIS PREFERENCE MUST CHECK THE APPROPRIATE SPACES ON THE BIDDING SCHEDULE. |
|--|---|

WJB

A) OPENING DATE CHANGED:

FROM: September, 17, 2009 AT 2:30 P.M. E.T. TO: September 22, 2009 AT 2:30 P.M. E.T.

B) AWARD POSTING DATE CHANGED FROM: September, 23, 2009 TO: September 28, 2009

C) ANSWER QUESTIONS:

1) **QUESTION:** Ordering Procedures says-minimum order quantity per title-40 cartons at 2000 dividers per carton maximum order quantity per title-120 cartons at 2000 dividers per carton. Bidding Schedule asks for price for 580 cartons and 80 cartons. Will DEHC purchase 580 cartons or 80 cartons and have vendor make and hold these quantities for orders placed in 40 carton to 120 cartons quantities ?

ANSWER: Please see

- a) VII Terms and Conditions C. DHEC on Page 20 "Invoicing"
- b) VIII Bidding Schedule and Specifications on page 21 "Usage Estimation" and "Ordering Procedures"
- c) See Quantities in new Bidding schedule below.

2) **QUESTION: About turnaround time:**

-What is the required delivery time in days from the time DHEC makes a release and the time a delivery is required?

-What is required turn-a-round time.... after a shipping request is sent to vendor

This has large impact on price.. should successful vendor be expected to maintain an inventory supply on hand

ANSWERS:

The awarded vendor is to supply DHEC their turnaround time (See Bidding Schedule page 22) after placement of an order so that DHEC can determine proper lead time to notify awarded contractor to deliver tabs.

3) **QUESTIONS: About delivery location**

-Do all orders ship to DHEC, Columbia, S.C.?

-Does the Ship To destination have a loading dock?

-If no dock - are there any special delivery instructions to follow.. example inside delivery to a specific room, etc...that would require driver to provide a pallet jack to deliver 2000, plus, pounds to Bull Street location

-Does the delivery point at 2600 Bull Street have a dock, or is inside delivery required?

ANSWERS:

- a) All orders ship to Columbia, S.C.
- b) We have a loading dock. The driver needs to put the pallet's on the dock, and we (DHEC) take them from there. The driver needs to come with a pallet jack to put the item's on the dock. No inside delivery, or specific room.

4) **QUESTION:** Imprint on the extended tabs and body

-Does it print 2 sides or 1 side on the tab & body?

-Are the tabs printed one or two sides?

-Is there "body copy" or is there printing just on the extended tab?

-If there is body copy, what percentage is it and is it the same on all the dividers?

-How many tabs have body copy? Is it front and back?

-How many different versions of body copy?

-Not clear how many divider sheets, TABS, have body copy... Imprinted copy, other than tab titles

-Know that WIC has red and black body copy, however detail does not list other tab titles, individually, to have additional body copy imprinted.

ANSWERS:

- a) Tabs print on one side.
- b) Samples of all the current tabs imprinted on tab and body are found on pages 5 to 18 of this amendment.
- c) See VII Terms and Conditions C. DHEC on Page 20 "Imprint"
- d) See VIII Bidding Schedule and Specifications on page 20 -Opening paragraph.

5) **QUESTION:** Imprint colors:

-What is the ink color?

-Does the PMS color apply to body copy or to the tab or both?

ANSWER:

- a) The body of the WIC divider tab has black and PMS 032.
- b) All other tabs and body have black imprint at this time, however, see VII Terms and Conditions C. DHEC on Page 20 "Imprint"

6) **QUESTION:** Will artwork be provided for the WIC "logo"?

ANSWER: Yes.

Wm

7) **QUESTION:** Is there reinforcing on the holes?

ANSWER: No.

8) **QUESTION:** Is there mylar on the tabs?

ANSWER: No.

9) **QUESTION:** The section on annual extensions does not mention a maximum number of extensions on this bid. Is there a maximum?

ANSWER: See Scope of Solicitation on page 5 Maximum Contract Period.

10) **QUESTION:** Is the stock 90lb index?

ANSWER: See VIII Bidding Schedule and Specifications on page 22 "Stock"

11) **QUESTION:** page 10 of 30 – II. B Special Instructions –

What do you mean by a Certificate of Independent Price Determination?

Do you mean our State of New Jersey Business Registration Certificate or Certificate of Authority?

ANSWER: It means that by signing your quote you agree to abide by all that is stated. See also page for the details.

12) **QUESTION:** There is a small discrepancy between the quantity of tabs in the Usage Estimate section and the Bidding Schedule section of the bid. The Usage Estimate adds to 1,302,000, and the bidding schedule multiplies to 1,320,000. It looks like the Maternity tab may have a transposed number in it. Can you verify?

ANSWER: The usage estimate is 1,302,000. We have revised the Bidding Schedule listed below:

BIDDING SCHEDULE:

ITEM 1 571 cartons

Divider Tabs: Color of tabs: Blue and Red with one color imprint in Black.
Each carton contains 2,000 tabs

U.S. End Product? (Y/N) _____ S.C. End Product? (Y/N) _____

Unit Price/carton: \$ _____ Extended Price: \$ _____

ITEM 2 80 cartons

Divider Tabs: Color of tabs: Blue with two color imprint: Black and PMS 032.
Each carton contains 2,000 tabs

U.S. End Product? (Y/N) _____ S.C. End Product? (Y/N) _____

Unit Price/carton: \$ _____ Extended Price: \$ _____

Delivery after an order is placed: _____

TOTAL BID PRICE : \$ _____

The DHEC #2022 is always filed on top. File other forms in chronological order, most recent on top.
Like forms are not filed together.

CONSENTS

WAT

CRS

Includes orders and prescriptions. File in chronological order, most recent on top. Like forms are not filed together.

MEDICAL
ORDERS

Wm

PROTECTED
INFORMATION

WAT

PARTNERSHIPS

File in chronological order. most recent on top. Like forms are NOT filed together.

IMMUNIZATIONS

WAT

File like lab reports together in chronological order most recent on top, on a yellow lab form or yellow paper if the lab form is not available. Include labs sent to DHEC from outside entities, for continuity of care.

LAB REPORTS

WAT

Forms / information are filed in chronological order, most recent on top. Like forms are not filed together.



WIC

WAT

File in chronological order, most recent on top.

CONTINUATION

WAT

MATERNITY

W710

Forms/information are filed in chronological order, most recent on top. Like forms are not filed together.

CORRESPONDENCE/
OTHER

WMD

Like forms are filed together in chronological order, most recent on top.

CLIENT
PROFILE, HX

WAT

BABYNET

WAT

Like forms are filed together in chronological order, most recent on top.

TB

WJW

File in chronological order, most recent on top. Like forms are NOT filed together.

ENCOUNTERS